



COMMUNITY DEVELOPMENT DEPARTMENT
80 Columbia Avenue, Marysville, WA 98270
(360) 363-8100, (360) 651-5099 FAX

Variance Checklist

- _____ Application Fee (\$500.00: quasi-judicial decision – zoning, utility)
- _____ Master Permit Application
- _____ Declaration of Ownership Form
- _____ Property Owners Form (names and addresses of adjacent property owners within 300 feet of the project)
- _____ Plot Plan showing site and surrounding properties within 300 feet (taken from Snohomish County Assessors maps)
- _____ Vicinity Map
- _____ Allegations of Applicant (written response to variance criteria as set forth in Section 19.54.040 MMC)
- _____ Site Plan (10 full size & 1 reduction to 11 X 17 or less) – to include:
 - _____ A. The date, north arrow, and approximate engineering scale as approved by the Planning Department (e.g. 1" = 20', 1" = 30', 1" = 40', 1" = 50', 1" = 60');
 - _____ B. Property lines and dimensions;
 - _____ C. Location of existing streets and right-of-way;
 - _____ D. Existing and proposed structures and setbacks;
 - _____ E. Location of existing/proposed driveways and parking;
 - _____ F. Existing and proposed utilities services;
 - _____ G. All easements and uses;
 - _____ H. Drainage channels, water courses, marshes and ponds;
 - _____ I. Any regulated sensitive area such as wetlands, steep slopes or wildlife habitat;
 - _____ J. Any additional information that would prove valuable in evaluating the variance request.